KENTUCKY TECH™

Office of Career and
Technical Education

# Education Cabinet

**Kentucky** UNBRIDLED SPIRIT™

## Program Assessment
## Monthly Monitoring Schedule
http://kytech.ky.gov/programassessment.htm

PROFICIENCY AND BEYOND

Kentucky Department
of Education

**School** _____ **Program** _____ **Teacher** _____

| Month | (√) if Documented | Program Assessment Standards | Comments |
|---|---|---|---|
| | | | |
| Sept. | | 01A. Course Sequences | |
| | | 01B. Master Schedule | |
| | | 01D. Syllabus for each <u>course</u> | |
| | | 02A. Course Sequences with certificates | |
| | | 02B. Master Schedule | |
| | | 02C. Special Populations | |
| | | 03B1. Detailed Lesson Plan - Safety | |
| | | 04A. Latest Program Assessment Reports | |
| | | 10A. Clean and Orderly Classroom and Lab | |
| | | 10D. Accident Reports | |
| | | 10E. Student Roster - <31 Students or Stations | |
| | | 11A. Safety Practices | (may be observed in shop/classroom) |
| | | 11B. Safety Tests – 2 completed by students | |
| | | 11C. Monthly Safety Inspections | |
| | | 11D. Recommendations Implemented from 11C | |
| | | 11E. Written Policies | (may be observed in shop/classroom) |
| | | 11F. Visual Warnings | (may be observed in shop/classroom) |
| | | 11G. Policies Signed by Parent and Student | |
| | | 16A. Industry Accreditation - Teacher | |
| | | 16B. Industry Accreditation - Program | |
| | | 18A. Teaching Certificate/SOE | |
| | | | |
| Oct. | | 07A. Course Sequences w/PS | |
| | | 07B. Postsecondary School Agreements | |
| | | 07C. PS Agreements with Courses Identified | |
| | | 07D. Student Transcripts | |
| | | 07E. Agreements with Two PS Institutions | |
| | | 15D. Advisory Committee List of 5 Members/Titles | |
| | | 17A. WB Learning - Proper Placement | |
| | | 17B. WB Learning – Agreement | |
| | | 17C. WB Learning - Tasks Performed | |
| | | | |

| Month | (√) if Documented | Program Assessment Standards | Comments |
|---|---|---|---|
| Nov. | | 08A.  Student Progress | |
| | | 20A.  Equipment Inventory | |
| | | 20B.  Articulation of Needs to Administration | |
| | | | |
| Dec. | | 01C.;03A.   Daily Lesson Plans (Schedule) | |
| | | 03B1. Detailed Lesson Plans – Technical | |
| | | 04E.  Student Evaluations of Course | |
| | | 15A. 1 Advisory Committee Meeting, 2 B & I | |
| | | 17D. WB Learning – Evaluation | |
| | | 17E. WB Learning – Visitation | |
| | | | |
| Jan. | | 01C. Syllabus for each course | Second check |
| | | 10D.  Accident Reports | Second check |
| | | 10E.  Student Roster - <31 Students or Stations | Second check |
| | | 11A.  Safety Practices | Second check |
| | | 11B.  Safety Tests – 2 completed by students | Second check |
| | | 11C.  Monthly Safety Inspections | Second check |
| | | 11D.  Written Policies | Second check |
| | | 11E.  Visual Warnings | Second check |
| | | | |
| Feb. | | 13C.  H.S. Publications | |
| | | 13D.  District Publications | |
| | | 13E.  H.S. Course Descriptions | |
| | | 13F.  Community Service | |
| | | 13J.  Public Relations – Other | |
| | | 17A. WB Learning - Proper Placement | Second check |
| | | 17B. WB Learning – Agreement | Second check |
| | | 17C. WB Learning - Tasks Performed | Second check |
| | | | |

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|---|---|---|---|
| Mar. | | 01B.;03A.   Daily Lesson Plans (Schedule) | Second check |
| | | 03B3. Detailed Lesson Plans – Employability | |
| | | 04D.  Advisory Committee Recommendations | |
| | | 05A.  Portfolio – 2 sample pieces | |
| | | 05B.  Open Response – 2 samples | |
| | | 08A.  Student Progress | Second check |
| | | 08B.  PS Options Shared with Students | |
| | | 08C.  Student Progress Shared with H.S. Counselors | |
| | | 08D1. School Tours | |
| | | 08D2.Open House | |
| | | 08D3. Orientations | |
| | | 08D4.  Exploratory Act. | |
| | | 13A.  Outside Work Projects | |
| | | 13B.  Newspaper Articles | |
| | | 13G.  Business/Industry/Educational Publications | |
| | | 13I.  TV/Radio Spots | |
| | | 20B.  Articulation of Needs to Administration | Second check |
| | | | |

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|-------|-------------------|------------------------------|----------|
| April |  | 03B4. Detailed Lesson Plan – Problem solving |  |
|  |  | 03C.  Core content in Lesson Plans (schedule/topic) |  |
|  |  | 05D.  Integration with an Academic Teacher |  |
|  |  | 12A. Student Org. – Technical Competition |  |
|  |  | 12B. Student Org. – Leadership Development |  |
|  |  | 12C. Student Org. – Minutes |  |
|  |  | 12D. Student Org. - Program of Work |  |
|  |  | 12E. Student Org. – Financial Records |  |
|  |  | 12F. Student Org. - State/National Membership |  |
|  |  | 12G. Student Org. – Community Involvement |  |
|  |  | 14A.4 Guest Speakers |  |
|  |  | 14B.5  Parent as a Guest Speaker |  |
|  |  | 14A.5  Field Trips |  |
|  |  | 17D. WB Learning – Evaluation | Second check |
|  |  | 17E. WB Learning – Visitation | Second check |
|  |  | 21A. Technology -  Distance Learning |  |
|  |  | 21B. Technology -  Computer Peripherals |  |
|  |  | 21C. Technology -  Program-based Software |  |
|  |  | 21D. Technology -  Advanced Equipment |  |
|  |  | 21E. Technology -  Word Processing |  |
|  |  | 21F. Technology -  PowerPoint for Assignments |  |
|  |  | 21G.  Technology – PowerPoint for Instruction |  |
|  |  | 21H. Technology -  Web Page for Program |  |
|  |  | 21I. Technology -  Spreadsheets |  |
|  |  | 21J. Technology -  Other |  |

| Month | (√) if Documented | Program Assessment Standards | Comments |
|---|---|---|---|
| May | | 02D.  Certificates Given | |
| | | 04E.  Student Evaluations of Course | Second check |
| | | 04B and 05C.  Skill Standards Reports for 2 years | |
| | | 04C.  CATS Scores for 2 years | |
| | | 09A.  Follow-up Process in Place | |
| | | 09B.  List of Completers and H.S. Graduates | |
| | | 09C.  List of Completers, Concentrators, and H.S. Graduates | |
| | | 09D.  List of Placement Information | |
| | | 09E.  List of Nontraditional Enrollment | |
| | | 09F.  List of Nontraditional Completion | |
| | | 10B.  Annual Safety Inspection | |
| | | 10C.  Safety Recommendations Implemented | |
| | | 06A.  Student Recognition in Classroom | |
| | | 06B.  Student Recognition at Tech School or H.S. | |
| | | 06C.  Student Achievement at Assemblies/Awards | |
| | | 06D.  B&I Recognize Student Achievement | |
| | | 06E.  District Recognizes Student Achievement | |
| | | 06F.  Other Recognition of Student Achievement | |
| | | 14A.1  Donations to Program | |
| | | 14A.2 Services to Program | |
| | | 14A.3 Grant to Program | |
| | | 14A.6 Chaperone | |
| | | 14B.1 Parent/teacher Conferences | |
| | | 14B.2 Parent/teacher Communications | |
| | | 14B.3  Parent as Mentor | |
| | | 14B.5 Parent as Guest Speaker | |
| | | 14B.6 Parent as Chaperone | |
| | | 14B.7 Parent - Other | |
| | | 15B.  2 Advisory Committee Meetings, 2 B & I | |
| | | 15C.  2 Advisory Committee Meetings, 3 present | |
| | | 18B.  25 Hours of Professional Development | |
| | | 18C.  Professional Growth Plan with PD | |
| | | 18D.  Professional Growth Plan with Technical Dev. | |
| | | 18E.  PGP Aligns with PIP in Standard 19 | |
| | | 19A. Program Improvement 1-Year Plan | |
| | | 19B.  Program Improvement 3- Year Plan | |
| | | 19C. PIP Aligns with PGP and Projected Budget | |
| | | 19D. 3-Year Plan Includes District and H.S. Goals | |
| | | 20C.  Resource Expenditures | |
| | | 20D.  Budgets by Program Plan and Curriculum | |